

Development Officer
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=261505>

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Posted Aug. 21, 2025, set to expire Oct. 31, 2025

Job Title Development Officer
Department Foundation
Institution Brazosport College
Lake Jackson, Texas

Date Posted Aug. 21, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Development Officer

Posting Number: 70945

Position Type: Administrative/Staff

FTE: Full-time

Department: Foundation

Job Summary/Basic Function:

Plans, coordinates, and directs activities related to communication of fund development initiatives of the BC Foundation; promotes special events, campaigns and programs development programs that

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support the strategic plans of Brazosport College and the BC Foundation works directly with Planning Committees and Foundation staff; provides leadership for the Foundation's role in the Student Success initiatives. This role combines elements of fundraising, project management, and community outreach to support the college's mission and strategic goals.

- Works with senior level staff to develop, implement, and market fund development strategies for the BC Foundation to raise funds for Brazosport College initiatives as defined through the College and Foundation Strategic Plan.
- Cultivate and maintain relationships with existing and potential donors
- Recommends objectives and goals for programs and provides outcomes for each program
- Communicates and follows-up with donors/supporters for respective fund development programs, acknowledging their contributions and updating them on the impact of their investments.
- Assists in the development and implementation of marketing materials for the Foundation including web page, newsletter, programs & activities for respective fund development programs.
- Coordinate special projects for the College and Foundation, such as capital campaigns, community events, or special initiatives in support of and to advance the college's mission.
- Performing other duties of a similar nature or level as assigned.

Minimum Qualifications:

- Bachelor's degree in communication, Public Relations, Management, Marketing or related field
- Coordinating special events; fundraising or non-profit experience
- Strong project management skills with the ability to plan, execute, and evaluate complex projects
- Minimum of 5 years' experience in fundraising development, project management or related roles, with a proven track record of successful projects or events.
- Excellent communication and relationship-building skills, both written and verbal. Knowledge of the community college and higher education landscape.
- Working knowledge of community both business and private; knowledge of support base of the institution.
- Marketing Techniques to develop communication methods.
- Basic knowledge in software applications for fund raising projects, merchant accounts, and Communication software.
- Knowledge of the organization and structure of the college.
- Ability to work independently and collaboratively in a team environment.
- Excellent communications skills needed to communicate with the general public, faculty, and staff.
- Discuss and resolve complex issues; explain policies, procedures, programs, and recommendations clearly and concisely;

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- Plan and organize work schedule;
- coordinate materials and supply needs;
- analyze subjective information, statistical reports and data, and narrative program information to identify problems, take corrective action, make recommendations for procedure changes, and maintain quality of marketing program. Meet deadlines; set priorities.
- Basic word processing, database skills, and Microsoft office knowledge

Location : Position is 100% on- site presence

Desirable Qualifications:

Physical Demands:

Able to traverse campus, vision, hearing, talking, lifting, carrying, fine dexterity, handling, climbing, and balancing; ability to drive to off campus locations.

Posting Date: 08/18/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 8/28/2025

Special Instructions to Applicants:

It is a requirement for an official transcript, (not a copy), documenting the minimum degree requirements be sent directly from the issuing institution to the attention of Human Resources at Brazosport College, 500 College Dr., Lake Jackson, TX 77566.

Applicants should attach a letter of interest, copies of official transcript(s), and resume or curriculum vitae.

To apply, visit <https://employment.brazosport.edu/postings/4630>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Foundation
Brazosport College

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